

## Community Supervision Administrative Assistant

The Howard County Community Supervision Department has an opening for the position of Full-Time Administrative Assistant. All applicants shall meet the following Minimum Qualifications:

1. At least eighteen (18) years of age.
2. Possess a high school Diploma
3. Proficient in Microsoft Office – Word, Excel, Power-Point and Publisher
4. Manage multiple tasks while maintaining high quality of work
5. Effective planning and prioritization skills necessary
6. Strong organization skills and detail oriented
7. Strong verbal communication
8. Ability to work in a fast paced environment
9. Ability to maintain confidentiality
10. Possess good time management and have the ability to meet deadlines
11. Ability to work as a team as well as independently
12. Successful candidate will be assigned to work during the hours of 8:00am to 4:00pm, Monday through Friday.

Candidates should have a basic understanding of Court function, accounting, and mathematics. Other important job skills may include: Ability to interact professionally with co-workers and clients, ability to gather and evaluate information, ability to move and/or transfer items throughout the office generally weighing 0-50 lbs. Starting salary is \$39,361 per year.

Cover letters and resumes should be submitted by May 15<sup>th</sup> 2024, to the Howard County Community Supervision Department, ATTN: Melissa Gilbert, 104 N. Buckeye, Room 204, Kokomo, IN 46901 or email to [Melissa.gilbert@howardcountyin.gov](mailto:Melissa.gilbert@howardcountyin.gov).

Howard County is an Equal Opportunity Employer